

## **JOB DESCRIPTION**

**POST TITLE:** Hub Supervisor

**DIVISION/UNIT:** Facilities Services

**GRADE:** 3

**RESPONSIBLE TO:** Area Catering Supervisor

**RESPONSIBLE FOR:** Catering Assistants

### **Job Purpose**

Responsible for all catering activities within an onsite or distribution hub. This will include providing a high standard of catering service, making efficient and effective use of all resources available within budgetary constraints and with minimal waste. Provide a supervisory role to the catering team.

### **Main Duties and Responsibilities:**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Supervise and prioritise, on a daily basis, the work of the Catering Assistants and assist with the implementation of employment policies.
5. Carry out basic cooking, ordering and kitchen administrative duties.
6. Prepare, regenerate and present quality food for onsite service and distribution to mini hubs/dining centres (where applicable) in accordance with the daily menu, ensuring compliance with the operational manual.
7. Ensure the special diets procedures are followed at all times.
8. Direct and control the pack and despatch of all meals for service at mini hubs/dining centres (where applicable) and set up of onsite service points.
9. Identify and communicate to the Area Catering Supervisor any on the job training requirements of the Catering Assistants in your team.

10. Ensure budgetary control through the effective management of food yield, portion size and minimum waste.

11. Ensure compliance with hygiene procedures and the timeous completion of all HACCP documentation.

**NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	3	4	2	2	1	1	3	2	1	2	2	2